

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
Wednesday, October 18, 2017
1:00 p.m.

1. SHAREHOLDER(S') COMMENTS
 2. CALL TO ORDER / *PLEDGE OF ALLEGIANCE*
 3. ROLL CALL
 4. INTRODUCTION OF GUESTS AND STAFF:
 - Ms. Rapp, GRF Representative
 - Ms. Miller, Director of Finance
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Hurtado, Building Inspector
 - Mrs. Aquino, Recording Secretary
 5. APPROVAL OF MINUTES: **Regular Meeting of September 20, 2017**
 6. CORRESPONDENCE Ms. Rettela
 7. BUILDING INSPECTOR'S REPORT (p. 2) Mr. Hurtado
 8. **GUEST SPEAKER – Presentation of 2018 Proposed Budget** **Ms. Miller**
 - a. Approval of 2018 Budget (p. 3)
 9. ROOFING PROJECT UPDATE
 10. ASPHALT CARPORTS 181, 182, 85, 86, 87, 88, 89
 11. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Fellows
 12. UNFINISHED BUSINESS Mrs. Rogers
 - a. Emergency Information / Shakeout
 - b. ID Cards Memo Mutual Presidents and ID Cards Sign Sheet (p 4-6)
 13. NEW BUSINESS –
 - a. Discuss adopting Policy 7582.07 – Towing Vehicles (p 7-11)
 - b. Discuss amending Policy 7507.07 – Golf Cart/Cart Pad (p.12)
 - c. NSBN Engagement Letter (p 13)
- (STAFF BREAK (TIME TO BE DETERMINED BY PRESIDENT))**
14. MUTUAL ADMINISTRATION DIRECTOR'S REPORT Ms. Hopkins
 15. GRF REPRESENTATIVE'S COMMENTS Ms. Rapp
 16. DIRECTOR(S') COMMENTS
 17. SHAREHOLDER(S') COMMENTS
 18. ANNOUNCEMENTS
 19. ADJOURNMENT
 20. EXECUTIVE SESSION – (member issues)

STAFF WILL LEAVE THE MEETING BY 4:10 P.M.
NEXT MEETING: WEDNESDAY, November 15, 2017, at 1:00 p.m.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: October 18,2017 October

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
153E	heat pump	yes	06/12/17	10/03/17	no		Greenwood
145F	remodel	yes	05/08/17	10/05/17	no		Kress
165F	countertop, shower	yes	06/19/17	10/15/17	no		Los Al Builders
155C	heat pump	yes	08/23/17	10/01/17	no		Alpine Air
172B	carpet	yes	09/11/17	10/18/17	no		Bixby
155C	windows	yes	09/05/17	10/15/17	no		Swenman
147A	heatpump	yes	08/28/17	10/07/17	no		Alpine
175I	windows, door	yes	08/28/17	10/12/17	no		Swenman
148B	walk in tub	yes	08/23/17	12/12/18	no		Buenos Construction
167C	carport cabinet	yes	10/02/17	10/20/17	no		Handyman
172I	slider, gate, fill blocks	yes	09/19/17	11/13/17	no		Bergkvist
170H	carport cabinet	yes	09/18/17	10/15/17	no		Handyman
159A	ceramic tile	yes	08/24/17	10/04/17	no		Westby 4 homes
166C	laminatE flooring	yes	09/12/17	10/20/17	no		Kary's Carpet
155C	laminatE floor	yes	08/23/17	09/30/17	no		Karys carpet

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
166C		10/09/17					
164J		10/06/17					
166L		09/28/17					
153C			09/01/17		09/29/17		
167L		09/26/17					
160A			09/08/17	09/13/17	09/25/17		

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
 FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTS	
CONTRACTOR	PROJECT
Fenn	termites and pests
Total Landscape	gardening
Empire Pipe	sewer cleaning
Innovative Cleaning Services	laundry rooms / partitions
So Cal Fire Protection	fire extinguishers
Jordan Roofing	Roofs (163,164,165)
Kress Construction	stovehood ducts (roofing project)

SPECIAL PROJECTS	
CONTRACTOR	PROJECT
Jordan Roofing	roofing - buildings 163,164,165

APARTMENT VISITS

Various

Mutual Corporation No. Seven

MEMO

TO: MUTUAL SEVEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF THE 2018 BUDGET (GUEST SPEAKER ITEM A)
DATE: OCTOBER 18, 2017
CC: MUTUAL FILE

I move to accept the 2018 Operating Budget for Mutual Seven of \$1,785,665, resulting in a regular monthly assessment of \$387.51 per apartment per month, for an increase of \$16.47 per month over the total regular assessment of 2017, as presented, and to adopt this budget forthwith.

Mutual Corpotaion No. Seven

MEMO

TO: MUTUAL SEVEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: ID CARDS SIGN SHEET (UNFINISHED BUSINESS ITEM B)
DATE: OCTOBER 18, 2017
CC: MUTUAL FILE

I move that Mutual Seven use the ID card sign sheet to track the pickup of ID Cards from the Stock Transfer Office, drop-off the ID Cards to the shareholder, and return the ID Cards to the Stock Transfer office allowing the staff and the Mutual to keep an account of the ID cards released to the Directors.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: MUTUAL PRESIDENTS
FROM: MUTUAL ADMINISTRATION DEPARTMENT
SUBJECT: ID CARD REPLACEMENT PICK-UP
DATE: SEPTEMBER 13, 2017
CC:

The ID Card Replacement Project was completed on July 15, 2017.

What now? Next Step? Delivery of ID cards for homebound shareholders?

At the August 3, 2017 President's Council meeting a list with the remainder of ID cards that require distribution was provided to each Mutual President.

Each mutual should review the list and advise the shareholders accordingly to pick up their ID cards from the Stock Transfer Officer.

However, for shareholders that are unable to make it to the Stock Transfer Office the Mutual President can send a director to pick-up the ID cards and deliver it to the shareholder's home. The Mutual President must advise Stock Transfer Office prior to the assigned director picks up the ID cards.

The ID Card sign sheet will be used to track the Pick-up of ID Cards, Drop-off of ID Cards and the Return of ID Cards. This will allow staff and the mutual to keep an account of the ID's released to the Directors.

ID Cards that are returned will be shredded. In addition, ID cards belong to deceased shareholders will also be shredded once it has been confirmed that shareholder is deceased.

On or around September an updated list will be provided with ID's cards that still require pick-up.

Mutual Corpportation No. Seven

MEMO

TO: MUTUAL SEVEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS ADOPTING POLICY 7582.07 – TOWING VEHILCES (NEW BUSINESS ITEM A)
DATE: OCTOBER 18, 2017
CC: MUTUAL FILE

I move to adopt Policy 7582.07 – Towing Vehicles on a preliminary basis until the 30-day posting period has been complete.

MUTUAL OPERATIONS**ADOPT DRAFT POLICY****SHAREHOLDER REGULATIONS****Towing Vehicles – Mutual Seven**

This Seal Beach Towing Policy (the "Towing Policy") governs Seal Beach Mutual 7 (the "Mutual") as it relates to the removal of vehicles that are in violation of California Vehicle Codes ("CVC" regulations), Mutual policies and/or GRF policies in accordance with the CVC. This Towing Policy is not intended to provide an exhaustive list of all requirements to be undertaken during the legal removal of a vehicle from the Mutual's development. To the extent of any inconsistency between the CVC and this Towing Policy, the CVC shall be controlling. Additionally, this Towing Policy may set forth standards and procedures different from the towing policies administered by the Golden Rain Foundation (GRF"); in the event of inconsistencies between any GRF policy and this Towing Policy, this Towing Policy shall control and govern the towing of vehicles within the Mutual's development.

In conformance with the CVC, signage has been posted at all community entrance gates advising all persons who enter and exit Leisure World that Leisure World is a private property and unauthorized or illegally parked vehicles may be towed away at the vehicle owner's sole expense. The phone numbers to the Seal Beach Police Department and towing company are listed on the signage.

The Mutual is currently contracted with a Towing Company. Any change in the contracted Towing Company shall not be considered a change in this Towing Policy so as to warrant a notice and comment period pursuant to California Civil Code, Section 4360.

1. Section 22658 CVC authorizes towing when the vehicle is parked:
 - a. In a fire lane.
 - b. Within fifteen (15) feet of a fire hydrant.
 - c. In a manner which interferes with an entrance to or exit from the Mutual development.

If the licensed driver stays in the car, no ticket will be issued.

2. Vehicles may be also be towed when found in violation of Mutual 7 Carport Policy 7502.07 which prohibits parking in the carports under the following conditions (without limitation):
 - a. The vehicle does not display in a prominent location on the vehicle a current and valid Leisure World Identification decal issued by the Golden Rain Foundation.
 - b. The vehicle has expired California registration tags.
 - c. The vehicle does not belong to a Mutual Seven member or Mutual Seven visitor and is not otherwise authorized by the Board of Directors to be parked in a Mutual Carport.

MUTUAL OPERATIONS**ADOPT DRAFT POLICY****SHAREHOLDER REGULATIONS****Towing Vehicles – Mutual Seven**

- d. The vehicle is inoperable or lacks an engine, transmission, wheels, tires, doors, windshield or any other major part or equipment necessary to operate safely on the highways.
 - e. To prevent fires and contamination of storm drains, Mutual 7 Carport Policy 7502.07 Section B, Item No. 1 and Mutual 7 Parking Policy 7584.07 Item No. 11 prohibit parking a vehicle in Mutual Carports or on Mutual Streets when that vehicle is leaking gasoline or other hazardous fluids and the applicable vehicle owner cannot be located. This violation may result in towing in accordance with this Towing Policy.
3. The notice and towing procedures for the removal of vehicles within the Mutual's development are as follows:
- a. Any vehicle parked (1) within fifteen (15) feet of a fire hydrant, (2) in a fire lane or (3) in a manner that interferes with an entrance to or exit from the Mutual property may be towed without prior notice of violation or notice of intent to tow.
 - b. Any vehicle that vehicle is leaking gasoline or other hazardous fluids and the owner of the vehicle cannot be located may be towed in accordance with this Towing Policy.
 - c. When the urgent need for towing comes to the attention of two concurring Directors, the Mutual President will be advised and the following procedure will ensue:
 - i. The two Board Members initiating the tow will provide a specific written authorization to tow; that written authorization should be on a form provided and completed by the Towing Company. That authorization shall include all of the following: (1) the make, model, vehicle identification number, and license plate number of the removed vehicle; (2) the names, signatures, job titles, business addresses and working telephone number of the two directors authorizing the removal of the vehicle; (3) the grounds for the removal of the vehicle; (4) the time when the vehicle was first observed parked in the Mutual development; and (5) the time that authorization to tow the vehicle was given. In such cases, the Directors must be present in the Mutual development at the time of the tow and verify the alleged violation, though they not need to be physically present at the location of the vehicle/tow.

MUTUAL OPERATIONS

ADOPT DRAFT POLICY

SHAREHOLDER REGULATIONS

Towing Vehicles – Mutual Seven

- ii. The Towing Company shall give immediate notice of the tow to the owner of the vehicle in the manner described by CVC Section 22658 (b). If the vehicle owner asks the Mutual or Towing Company to tell him/her the basis for the tow, the grounds for the tow must be stated to the vehicle owner.
 - iii. Per contract, the Towing Company shall as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines described by CVC.
 - iv. The Mutual's representatives for all vehicle tows/removals shall be any two (2) Mutual Seven Directors. The Leisure World Security Department may be authorized by the applicable Directors to notify local law enforcement of tows and/or contact the Towing Company on behalf of the Mutual.
 - v. The Leisure World Security Department will maintain a current log of all towing transactions in order to direct vehicle owners to the appropriate towing company.
- d. When the violation is prolonged and/or of a less urgent nature, the Board has resolved to be guided by the following procedures:
- i. Any two Board members will consult with the President and upon agreement, will ask Security to mark the location of the violation and issue a 96-hour warning notice (citation) informing the vehicle owner of the violation and intent to tow upon noncompliance. A copy of the notice will be provided to the President of the Board.
 - ii. If there is no compliance after the 96-hour period, the President will ask Mutual Administration to send a registered letter informing the Registered owner of the intent to tow the vehicle within ten (10) working days unless the violation has been remedied.
 - iii. When the return receipt is received by Mutual Administration, it will serve as confirmation of notification, the President will be advised and this date will initiate the 10-day compliance period. If the violation continues after ten (10) working days, towing procedures will commence as discussed under 3c.

MUTUAL OPERATIONS

ADOPT DRAFT POLICY

SHAREHOLDER REGULATIONS

Towing Vehicles – Mutual Seven

4. All towing and storage fees will be the responsibility of the vehicle owner.
5. If the vehicle owner appears during the towing process and before the vehicle is outside of the Mutual development and in transit, the vehicle may be released to the owner. To the extent permitted by CVC, the owner may be subject to fees or amounts levied by the Towing Company.
6. GRF and the Mutual shall not be liable or responsible for the removal of a vehicle from Leisure World Property except to the extent determined by applicable law. Any failure by the Mutual or its Board to tow a vehicle in violation shall not be deemed a waiver of its rights to enforce

MUTUAL ADOPTION

SEVEN:

Mutual Corporation No. Seven

MEMO

TO: MUTUAL SEVEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS ADOPTING POLICY 7507.07 – GOLF CART/CART PAD (NEW BUSINESS ITEM B)
DATE: OCTOBER 18, 2017
CC: MUTUAL FILE

I move to amend Policy 7507.07 – Golf Cart/Cart Pad on a preliminary basis until the 30-day posting period has been complete.

Mutual Corpportation No. Seven

MEMO

TO: MUTUAL SEVEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: NSBN ENGAGEMENT LETTER (NEW BUSINESS ITEM C)
DATE: OCTOBER 18, 2017
CC: MUTUAL FILE

I move to accept the NSBN Engagement Letter from the 2017 Audit and authorize the President to sign the letter.